

Executive Director - Conflict of Interest and Ethical Behavior

Addendum to Policy 108

Disclosure Requirement

Sometimes the Executive Director may find that there exists a conflict, or potential conflict, between his/her public duty as a state employee and his/her private interests. Should this occur, the conflict must be disclosed in writing to the Council Chair.

Private Interest

As a public employee, the Executive Director must use extra caution to avoid the appearance of impropriety or preferential treatment of family or close friends. Decisions must be based solely on the public duty of the position.

Nepotism/Cohabitation and Romantic Relationships

To protect all employees, the Executive Director may not hire, and thus have supervisory responsibility for, an immediate family member or other individual with whom s/he lives or shares a romantic relationship.

Compensation from Outside Sources

Accepting additional compensation, including gratuities and honoraria, from outside sources for completing Council work is not allowed.

Impartiality in Performing Official Duties

When called upon to make decisions, the Executive Director must not give preferential treatment to outside organizations or individuals.

Confidentiality

The Executive Director must not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Outside Activities

The Executive Director should refrain from participating, whether paid or voluntarily, in activities that are contrary to the Council's operations and programs. Even activities having the appearance of impropriety should be avoided.

Participation in Political Activities

Because of the intrinsically political nature of the Council's work, the Executive Director has a special obligation to ensure that his/her role as a public official is not used for partisan political activity. The Executive Director may not be a candidate for or hold partisan political office.

Dual Employment

The Council considers the Executive Director's position to be their primary employment. However, should s/he seek secondary employment, notification should be given to the Council and care should be taken to ensure compatibility with the interests of the Council. No outside employment shall be conducted while working on Council business.